

Bridgeton Public Schools

Job Description

Revised

POSITION:

Bus Driver

QUALIFICATIONS:

1. Minimum High School Diploma
2. Must hold a valid New Jersey School Bus Driver's License of the appropriate class issued by the New Jersey Division of Motor Vehicles (passenger endorsement/**school bus endorsement**/air brake endorsement)
3. As determined by New Jersey state certification requirements, and the Bridgeton Board of Education.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Transportation Coordinator/Assistant Transportation Coordinator

JOB GOAL:

Under the direction of the Transportation Coordinator, provide all students with safe transportation in a clean, well-maintained bus that is operating at optimal efficiency. Performs related work as required by the Transportation Coordinator/Assistant Transportation Coordinator.

PERFORMANCE RESPONSIBILITIES:

1. Drives school buses and transports students between pickup points and school or to various events, activities, and destinations.
2. Maintain good bus discipline and maintain good rapport with other staff personnel and members of the community in exercising successful fulfillment of job responsibilities.
3. Checks, cleans, and performs minor servicing of buses.
4. Checks gas, battery, oil, water, windshield, rear window before departure.
5. Sweeps the inside of bus every day.
6. Wash bus a minimum of six times a year (3 times from Sept. – Jan and 3 times from Feb – June).
7. Notify the Transportation Coordinator's office after each bus washing to have your wash recorded (record wash on time sheet).
8. Complete driver's "Driver's Daily Vehicle Inspection Report" and submitted to the Transportation Coordinator's Office daily.
9. Notify the Transportation Coordinator's Office if emergency bus repairs are required.
10. Turn in a Trip Ticket for each field trip or special trip taken no later than Monday following trip.
11. Report any discipline problems to the building principal using the "Bus Discipline Report" provided by the Transportation Coordinator.

12. Complete vandalism report for all reportable incidents.
13. Transport only authorized pupils.
14. Maintain discipline of passengers and pupil-seating chart.
15. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by agency, office, or related units.
16. Adheres to safety rules when loading and unloading pupils.
17. Adheres to all traffic laws and observe mandatory school bus safety regulations.
18. Adhere to established routes and designated bus stops; keep to assigned time schedule.
19. Perform all other related duties as required by the position or assigned by the supervisor/coordinator.

TERM OF EMPLOYMENT: 10 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

AST/II
3/12/18

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